



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 10-10-091	OPENING DATE: 11-18-10	OPEN UNTIL FILLED First Screening 12-17-10	OPEN TO ALL APPLICANTS
POSITION: Benefits Officer JS-14	TYPE OF APPOINTMENT: Career Service	SALARY: \$105,211 - \$136,771 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Human Resources	LOCATION: 616 H Street, NW	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Incumbent has overall responsibility for the administration of Federal and D.C. Courts related benefits, including health, life, FSA, retirement, short and long term disability, long term care, transportation subsidy, pre-tax parking, unemployment and worker's compensation, and work-life programs. Provides guidance, consultation and staff assistance to judges, senior judges, top level managers, employees, former employees, annuitants, spouses, survivors and eligible family members regarding retirement and insurance. Provides individual counseling and calculations to employees contemplating retirement under the Civil Service and Federal Employees Retirement Systems, and the Judicial Retirement Survivors Annuity Fund. Serves as Court liaison, Court coordinator and subject matter expert to health insurance carriers, the Federal Group Life Insurance office and OPM for retirement issues, flexible spending accounts, vision and dental plans, and the long term care program. Serves as Court representative in initiatives promoting electronic processing of personnel and retirement records. Responsible for the Courts' administration of the Federal Employees Health Benefit Program and the Federal Group Life Insurance Program. Develops procedures, methods, work aids, technical guides, and other reference materials for benefit program operations, and develops, conducts and coordinates benefit program training and awareness. Serves as Thrift Savings Plan coordinator, and COTR for the Court Health Unit. Supervises benefits staff.

MINIMUM QUALIFICATIONS: A bachelor's degree in human resource management, business or public administration, or a related field; plus six (6) years of experience in benefits management or administration, including at least three (3) years in a supervisory or managerial capacity; OR at least ten years of relevant benefits administration experience, including at least three (3) years in a supervisory or managerial capacity. **Documentation of education (copy of high school diploma, college diploma, transcript, or certifying letter) must be submitted with your application or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. You must complete, and submit with your application, the attached SUPPLEMENTAL APPLICATION FORM (SAF), on which you must describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to complete and submit the SAF with your application will disqualify you from further consideration.**

1. Extensive knowledge of and experience with multi-choice group health benefits programs, including Federal programs, and of relevant laws, regulations and policies affecting health benefits programs available to DC Court employees. Knowledge of the private-sector health care insurance industry, including fee-for-service, pre-paid medical plans, and other flexible benefit (pre-tax) programs and systems.
2. Extensive knowledge of and experience with FEGLI, and relevant laws, regulations and policies affecting life insurance programs available to D.C. Court employees. Knowledge of basic actuarial principles and the life insurance industry, including term and universal life insurance philosophies and practices.
3. Extensive knowledge of retirement programs, including CSRS, FERS, Social Security, and other public sector defined contribution and defined benefit retirement programs, and of relevant laws, regulations and policies affecting retirement programs available to D.C. Court employees. Knowledge of the basic principles of defined benefit and defined contribution programs, basic actuarial principles, and retirement system design.
4. Ability to communicate effectively and efficiently, orally and in writing, in order to convey complex technical information to court employees on all levels, and ability to prepare and use graphs, charts and other training materials.
5. Basic knowledge of statistical, basic financial and accounting principles, and the ability to use pre-packaged and self-developed programs.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates.

Submit D.C. Courts Application and Supplemental Application Form:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; FAX to (202)879-4212;
email to jobs@dcsc.gov

For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

SUPPLEMENTAL APPLICATION FORM

Benefits Officer, Human Resources Division

APPLICANT NAME: _____

APPLICANT SOCIAL SECURITY NUMBER: _____

The following five Ranking Factors will be used to rate your qualifications for Benefits Officer. For each of the five factors, check the statement below the factor that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** If you need more space for your verification, please attach additional sheets of paper.

1. Extensive knowledge of and experience with multi-choice group health benefits programs, including Federal programs, and of relevant laws, regulations and policies affecting health benefits programs available to DC Court employees. Knowledge of the private-sector health care insurance industry, including fee-for-service, pre-paid medical plans, and other flexible benefit (pre-tax) programs and systems.

A. Experience:

- ☐ I have not used this knowledge extensively in a full time position.
- ☐ I have used some of this knowledge as part of a team/unit involved in benefits administration.
- ☐ I have used most of this knowledge extensively in a full time position in benefits administration, with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge. Because of my expertise, I am considered an expert in benefits administration, and am often consulted by others.

Provide a brief description of your experience utilizing this knowledge in each of the human resources areas listed above, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

B. Education:

- ☐ I have not taken any courses in the area of benefits administration.
- ☐ I have taken college courses in benefits administration at the bachelor's degree level; OR I have had numerous training courses in benefits administration.
- ☐ I have received a bachelor's degree in human resources management or a related field, and have had extensive training in some areas of benefits administration.
- ☐ I have received a bachelor's or master's degree in human resource management or a related field, and have had extensive training in all areas of benefits administration.

Degree, School and Date (Attach Documentation):

2. Extensive knowledge of and experience with FEGLI, and of relevant laws, regulations and policies affecting life insurance programs available to D.C. Court employees. Knowledge of basic actuarial principles and the life insurance industry, including term and universal life insurance philosophies and practices.

A. Experience:

- ☐ I have not used this knowledge extensively in a full-time position.
- ☐ I have used some of this knowledge as part of a team/unit involved in benefits administration.
- ☐ I have used most of this knowledge extensively in a full time position in benefits administration, with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge. Because of my expertise, I am considered an expert in benefits administration, and am often consulted by others.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

3. Extensive knowledge of retirement programs, including CSRS, FERS, Social Security, and other public sector defined contribution and defined benefit retirement programs, and of relevant laws, regulations and policies affecting retirement programs available to D.C. Court employees. Knowledge of the basic principles of defined benefit and defined contribution and defined benefit programs, basic actuarial principles, and retirement system design.

A. Experience:

- ☐ I have not used this knowledge extensively in a full-time position.
- ☐ I have used some of this knowledge as part of a team/unit involved in benefits administration.
- ☐ I have used most of this knowledge extensively in a full time position in benefits administration, with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge. Because of my expertise, I am considered an expert in benefits administration, and am often consulted by others.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

4. Ability to communicate effectively and efficiently, orally and in writing, in order to convey complex technical information to court employees on all levels, and ability to prepare and use graphs, charts and other training materials.

A. Experience:

- ☐ I have not had an opportunity to display this ability.
- ☐ I have used this ability in a limited capacity over the past year. I have developed and made presentations, on a limited basis, to peers or subordinates on a limited range of topics.
- ☐ I have used this ability over the past two years on a daily basis. I develop and present orally and in writing to superiors, after my presentations are reviewed and approved by a supervisor.
- ☐ I have used this ability extensively over the past three years on a daily basis. I have excellent oral and writing presentation skills, and have advised a wide variety of personnel from executive level to the public. I am considered an outstanding presenter.

Provide a brief description of your experience utilizing this skill, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:

5. Basic knowledge of statistical, financial and accounting principles, and the ability to use pre-packaged and self-developed programs.

A. Experience:

- ☐ I have not had an opportunity to display this knowledge and ability. It is not a normal part of my responsibilities.
- ☐ I have limited experience using this knowledge and ability. I have performed similar tasks, not directly related to benefits responsibilities.
- ☐ I have used this knowledge and ability in a full time benefits management position, with monitoring by a supervisor when necessary.
- ☐ I have a high level of knowledge and extensive expertise in utilizing this knowledge and ability.

Provide a brief description of your experience utilizing this ability, including title of your position and agency.

Name and telephone # of a supervisor or manager who can verify this information:
